

# ADAMS COUNTY BOARD RULES

## ADAMS COUNTY BOARD RULES

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### **RULE I: COUNTY BOARD OF SUPERVISORS**

The governing body shall be known as "Adams County Board of Supervisors" and shall from this point forward be called the "County Board". The County Board shall consist of twenty (20) Supervisors representing twenty (20) Districts within Adams County. These are the governing rules of the County Board Supervisors; if a rule is not specifically expressed then Roberts Rules of Order will be followed.

### **RULE II: TERM OF OFFICE**

The County Board shall serve a two (2) year term expiring on the third (3<sup>rd</sup>) Tuesday in April in the even numbered years.

### **RULE III: HOME RULE**

To give the County the largest measure of self government under the Administrative Home Rule authority granted to Counties in §59.03(1), Wisconsin Statutes, these Rules shall be liberally construed in favor of the rights, powers, and privileges of the County to exercise any organizational or administrative power not contrary to the Constitution or to any enactment of the Legislature that is of statewide concern and which uniformly affects the County.

### **RULE IV: PARLIAMENTARY PROCEDURE**

- A. Except as modified by these Rules and in all matters not specifically provided for, the Rules of Parliamentary Procedure in the latest edition of Robert's Rules of Order shall govern the County Board in all cases where applicable.
- B. Each Supervisor shall be issued a current edition of Robert's Rules of Order upon request to the County Clerk following the Organizational Meeting.
- C. The Chair shall preserve order and shall decide questions of order, subject to an appeal to the whole County Board, and shall vote on all questions taken by ayes and nays except an appeal from their own decisions.
- D. Every matter that comes before the County Board, may without motion, be referred to its appropriate Committee by the Chair.
- E. When a motion is made and seconded, it shall be stated by the Chair before debate. If a majority of the Supervisors present require it, the motion, except to adjourn, postpone, table or commit, shall be reduced to writing and if a motion contains several points, a Supervisor may require the motion to be divided.
- F. On all questions, it shall be proper to call for a division for the "ayes" and "nays" if made before the decision of the Chair. A Motion, Resolution, or Ordinance may be withdrawn at any time before an amendment or decision, but all Motions, Amendments, Resolutions or Ordinances shall be entered in the minutes unless withdrawn.
- G. Every Supervisor shall vote when a question is put to vote, unless, after a reason is given for abstaining, the County Board Chair may excuse the Supervisor from voting.
- H. Whenever a Supervisor requests to speak in debate or deliver any remarks to the County Board, he shall address the Chair, confine his remarks to the question under debate, and avoid personality.
- I. In all cases, the Supervisor who first (1<sup>st</sup>) addresses the Chair shall speak first (1<sup>st</sup>). When two (2) Supervisors address the Chair at the same time, the Chair shall name the Supervisor who is to speak first (1<sup>st</sup>).
- J. Any Supervisor called to order shall immediately cease debate, unless permitted to explain. The County Board, if appealed to, shall decide the case. If there is no appeal, the decision of the Chair shall be submitted to.

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- K. All questions shall be put in the order in which they were moved except privileged questions. When a question is under debate, no motion shall be received except:

	Need a Second?	Vote Debatable?	Required for Passage?
1. To adjourn	Y	N	Majority
2. To lay on the table	Y	N	Majority
3. For the previous question	Y	N	$\frac{2}{3}$ rds
4. To postpone to a certain day	Y	Y	Majority
5. To commit to a standing Committee	Y	Y	Majority
6. To commit to a Committee	Y	Y	Majority
7. To amend	Y	Y, if motion to be amended is debatable.	Majority
8. To postpone indefinitely	Y	Y	Majority
9. To reconsider	Y	Y	Majority

All other separate motions shall have precedence in order in which they are named.

- L. Any Supervisor desirous of terminating debate may call the previous question. The Chair shall ask if there is any objection to closing the debate. If a Supervisor objects to the call of the previous question, the Chair may call for a motion to end the debate. If the motion has been seconded (2<sup>nd</sup>), the Chair must immediately take a vote as to whether to order the previous question. To close the debate requires a two-thirds ( $\frac{2}{3}$ ) vote of the County Board.
- M. A Motion to adjourn shall always be in order; a Motion to lay on the table shall be decided without debate; but this Rule shall not authorize any Supervisor to move an adjournment when another Supervisor has the floor or when the Board is voting.
- N. It shall be in order for any Supervisor who voted on the prevailing side, or a Supervisor who has been excused from the previous County Board meeting, to move for reconsideration of the vote on any question on the same or next regular meeting of the County Board.
- O. The Chair may, without suspension of the Rules, call on any County employee for remarks on matters pertaining to their Office or Department.
- P. Any person not a Supervisor, desirous of addressing the Board on any subject, shall first (1<sup>st</sup>) obtain permission from the Chair prior to the meeting so the item can be placed on the agenda.
- Q. The public may address the County Board at the portion of the agenda listed as Public Participation. The person shall sign their name, address, and the topic they will speak on. The guidelines for Public Participation shall be followed:

1. The topic may pertain to any item they wish to present with the exception of political candidate endorsement.
2. Identify themselves and if representing a group, identify the group.
3. State clearly and concisely the issue, limiting comments to a maximum of three (3) minutes. Written material may be provided. It is not necessary to read an entire document.
4. Avoid speaking at length to a previously presented issue by briefly expressing their position on that issue.
5. Plan group representation by appointing one (1) or two (2) members to present an issue.

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### **RULE V: ORGANIZATIONAL MEETING**

At the beginning of a new term of a new County Board, the first meeting will be an Organizational Meeting. The meeting will be held the third (3<sup>rd</sup>) Tuesday in April in even numbered years. The order of business for this meeting will be as follows:

1. Call the meeting to Order by the County Clerk
2. County Clerk to indicate if the Meeting was properly announced
3. Reading of the Certificate of Membership by the County Clerk
4. Administration of the Oath of Office
5. Roll Call
6. Moment of Silence
7. Pledge of Allegiance
8. Approve the Agenda
9. Adoption of Rules of the Board of the Adams County Board of Supervisors
10. Election of the County Board Chair (two (2) year term)
11. Election of 1<sup>st</sup> Vice-Chair (two (2) year term)
12. Election of 2<sup>nd</sup> Vice-Chair (two (2) year term)
13. Go to regular business under Rule XXII.

### **RULE VI: CALL OF THE ROLL**

Anytime the County Board convenes or reconvenes, the County Clerk shall make a roll call of the members.

### **RULE VII: VOTING**

All Supervisors present at any meeting of the County Board shall be required to vote unless excused by the Chair or a majority vote of the County Board. Voting shall be done electronically, unless it is requested by the Chair to have a voice vote. A vote on any question shall be taken by roll call when called for by any member of the County Board and shall be recorded in the minutes by the County Clerk.

Anytime the County Board or a Committee votes on any matter, the Chair, Secretary, or Recording Secretary of the Committee shall record the members' votes and enter it into the meeting minutes.

### **RULE VIII: RULES OF THE BOARD**

The Rules of the Board are adopted with each new County Board at the Organizational Meeting and shall govern the County Board for its term in Office. All previously adopted rules of the Board shall be rescinded upon said adoption by the new County Board.

### **RULE IX: RULE CHANGE**

- A. The Rules may be suspended by a two-thirds ( $\frac{2}{3}$ ) vote of the Supervisors present.
- B. These Rules may be amended by Resolution at any Regular Session of the Board by a two-thirds ( $\frac{2}{3}$ ) vote of Supervisors present.

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### **RULE X: ELECTION OF OFFICERS**

The County Board shall, on the third (3<sup>rd</sup>) Tuesday of April, in the even numbered years, elect, by secret ballot according to §19.88(1), Wisconsin Statutes, a Chair, 1<sup>st</sup> Vice Chair and 2<sup>nd</sup> Vice Chair, to each serve a two (2) year term. The County Clerk shall conduct the election as follows until the Chair is elected:

- A. Nominations shall be accepted from the floor. After three (3) calls for “any other nominations”, nominations shall be closed.
- B. Formal ballots are used until a majority vote of the members present elects such Officers.
- C. Each position shall be voted on by separate ballot and each nominee may speak for three (3) minutes.
- D. In the event a candidate does not obtain a majority vote, the election shall continue until a majority vote is obtained.

### **RULE XI: COMMITTEE ON APPOINTMENTS**

The Committee on Appointments shall consist of the County Board Chair, 1<sup>st</sup> Vice Chair, 2<sup>nd</sup> Vice Chair. The County Board Chair shall appoint all members of Committees, subject to confirmation of the County Board. These initial appointments shall occur within 10 working days of the Organizational Meeting held in April of even numbered years. The County Clerk shall be responsible for maintaining committee listings.

### **RULE XII: DUTIES OF THE CHAIR OF THE COUNTY BOARD**

The Chairperson shall perform all duties under §59.12, Wisconsin Stats., as may be amended from time to time. The County Board Chair preserves the order of the County Board, and shall decide all the questions of order, subject to an appeal of the County Board. The Chair may excuse the attendance of members and the same shall be entered into the minutes of the County Board. The Chair shall preserve and may speak on points of order in preference to other Supervisors and shall be required to vote on all questions and matters pertaining to the County Board, except questions on appeal from his decisions, and his vote shall be recorded with the rest. The Chair shall be an ex-officio member of all Committees, but may vote only in the absence of a member of the Committee. The Chair shall ensure the County Board and individual Supervisors act consistently with the County Board's Rules and Policies. The Chair shall preside at County Board meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point. The Chair shall ensure the other Supervisors are informed of current and pending County Board issues and processes. The Chair, or designee, shall represent the County at all ceremonial events or functions, when requested, and shall represent the County upon request of groups or organizations to present County positions or programs.

The Chair is a member of the County Board, and has the same rights in debate as any other member. However, the Chair is also obligated to maintain impartiality when presiding over the County Board. If the Chair wants to discuss issues on the floor, the Chair must relinquish his seat before addressing the County Board. The 1<sup>st</sup> Vice Chair or 2<sup>nd</sup> Vice Chair will then assume the Chair for the duration of the discussion and action on the agenda item.

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### **RULE XIII: DUTIES OF THE 1<sup>ST</sup> VICE CHAIR AND 2<sup>ND</sup> VICE CHAIR**

The 1<sup>st</sup> Vice Chair shall assume the duties of the Chair in the event of the Chair's temporary absence. A temporary absence is deemed to mean that the Chair is unable to carry out the duties of his office for a period of ninety (90) days or less.

The 1<sup>st</sup> Vice Chair shall assume the duties of the Chair in the event the Chair relinquishes his seat to address the Board. At the conclusion of the discussion and action of the agenda item in which the Chair addressed the County Board, the Chair may resume his seat.

The 1<sup>st</sup> Vice Chair shall assume the duties of the Chair in the event of a permanent absence due to disability, incapacity, death, resignation or removal. A permanent absence is deemed to mean that the Chair is unable to carry out the duties of his office for a period of time that exceeds ninety (90) days. The 2<sup>nd</sup> Vice Chair shall be moved to 1<sup>st</sup> Vice Chair position and an election, as provided in Rule X, shall be held to elect a new 2<sup>nd</sup> Vice Chair for the remainder of the term.

In the event the Chair and the 1<sup>st</sup> Vice Chair are absent for the above-mentioned reasons, the 2<sup>nd</sup> Vice Chair shall assume the Chair's duties and responsibilities.

### **RULE XIV: ABSENCE OF THE CHAIR, 1<sup>ST</sup> VICE CHAIR, AND 2<sup>ND</sup> VICE CHAIR**

In the absence of the Chair and the Vice Chairs, the County Clerk shall call the County Board to order, and the County Board shall then elect, as provided in Rule X, one (1) of the members as temporary Chair.

### **RULE XV: COUNTY BOARD VACANCY**

In the event of a vacancy on the County Board, the County Chairperson shall appoint a person who is a qualified elector and resident of that supervisory district to fill the vacancy for the unexpired portion of the term, pursuant §59.12, Wisconsin Statutes. If the County Board disapproves the appointment, any member of the County Board, at the same meeting, may offer nominations to fill the vacancy subject to the approval of the County Board. Any person appointed to the County Board under this paragraph shall take Office upon being approved by the County Board and sworn in by the Judge; in the Judge's absence, the Court Commissioner or the County Clerk shall assume the responsibility.

### **RULE XVI: TIME AND PLACE OF MEETINGS**

The County Board shall meet on the following dates:

- A. The third (3<sup>rd</sup>) Tuesday in April in the even numbered years shall be the Organizational Meeting.
- B. The Annual Meeting shall be held on the Tuesday after the second Monday of November in each year, unless such meeting is adjourned in accordance with § 59.11(1), Wisconsin Statutes.
- C. The third (3<sup>rd</sup>) Tuesday in each month unless otherwise designated by a majority vote of the Board.

All meetings shall begin at 9:30 a.m. or 6:00 p.m., unless a different hour is specified by a majority vote of the County Board. The place of the meetings shall be in the County Board Room of the Courthouse in the Village of Friendship, Wisconsin, or at another location as designated by a majority vote of the County Board.



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### **RULE XVII: SPECIAL MEETING**

The County Board may cancel, postpone or set Special Meetings, except those expressly required by law, upon the written request of a majority of the Supervisors. The request must specify the time and date of the meeting, and must be delivered to the County Clerk at least forty-eight (48) hours before the meeting. The request shall also list the reason(s) for canceling, postponing, or the purpose of the Special Meeting. The County Clerk shall notify each Supervisor by mail, fax, email, or telephone of the date and time of the meeting.

In the case of an emergency, the Chair, 1<sup>st</sup> Vice Chair, or 2<sup>nd</sup> Vice Chair may call a Special Meeting. The calling of the meeting must be in writing, specify the date, time and place and be delivered to the County Clerk at least twenty-four (24) hours before the meeting. The County Clerk shall prepare an agenda and notify each Supervisor by mail, fax, e-mail, or telephone of the date and time of the meeting.

### **RULE XVIII: ATTENDANCE**

Attendance at all County Board meetings by Supervisors is mandatory pursuant §59.11(4), Wisconsin Statutes. If a Supervisor cannot attend a regularly scheduled Board meeting, the Supervisor shall contact the Chair or County Clerk at least two (2) days prior to the meeting with an explanation of the absence. The Supervisor's absences shall be entered in the County Board minutes as excused. If circumstances render advance notice of the absence impossible due to an emergency, the Supervisor shall contact the Chair within one (1) week of the absence. At the next meeting, the Chair shall enter into the minutes that the Supervisor was excused.

The above attendance rules also apply to Committees, with the exception that only the Committee Chair shall be contacted and approve any absences.

**Unexcused Absences.** An unexcused absence from any County Board meeting by a Supervisor, depending upon the circumstances, shall subject such Supervisor to suspension or expulsion from the County Board upon two-thirds ( $\frac{2}{3}$ ) vote of the members present. Absences may be excused solely by the County Board Chair, but advance notification to the County Clerk is acceptable subject to the Chair's approval.

A Supervisor that has three (3) consecutive unexcused absences from a Committee shall be reported to the County Board Chair for appropriate County Board action. Only the Committee Chair may excuse absences. Excused and unexcused absences must be documented in the minutes. The County Board action may include reprimand or suspension from the County Board or Committee. This action must be approved by two-thirds ( $\frac{2}{3}$ ) vote of the members present.

If a Supervisor is excused from a Committee meeting, at the discretion of the Committee Chair, they may designate another Supervisor to replace the excused Supervisor.

### **RULE XIX: QUORUM**

A majority of Supervisors or Committee members shall constitute a quorum.

### **RULE XX: OPEN MEETINGS**

The public is entitled to the fullest and most complete information regarding the affairs of County Government as is compatible with the conduct of County affairs and the transaction of County business. The Wisconsin Statutes are to be complied with, by all members, at all meetings. The



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County Board and its Committees shall meet with open doors pursuant §59.11(4), Wisconsin Statutes, and timely notification of all public meetings, date, time, place, and subject matter shall be given, including the topics for any contemplated closed session, as provided by Wisconsin Statutes.

- A. **Attendance at Closed Session Meetings.** Supervisors shall be allowed attendance at closed session meetings. A legally constituted Committee of the County may lawfully vote to exclude any Supervisor not a member of that Committee from a lawfully closed session, pursuant to §19.89, Wisconsin Statutes.
- B. **Confidentiality of Closed Sessions.** Supervisors and other persons attending a closed session of the County Board or Committee of the County Board shall maintain the confidentiality of the proceedings during that closed session, and shall not disclose the events of the closed session to any person not admitted to the closed session without approval of the County Board or Committee that held the session. All County Board Supervisors and members of Committees shall comply with Open Meetings Law, pursuant, to Sub Chapter V §19.81 et seq. Wisconsin Statutes.
- C. **Agendas.** Agendas of all meetings shall be noticed at least twenty-four (24) hours in advance of the meeting with the County Clerk's office and any news media and those who request agendas. In an emergency, a meeting may be called but requires approval of the Corporation Counsel and shall be noticed at least two (2) hours prior to the meeting.
- D. **Minutes.** Minutes of all County Board meetings shall be signed by the County Clerk and shall be provided to the Supervisors with the next month's County Board packet. Minutes of all Committee meetings shall be signed by the recorder of the minutes and filed with the County Clerk's Office within ten (10) working days of the meeting and shall include all attachments presented at the meeting or with the agenda. All minutes shall make note that the minutes have not been approved by the governing body.

### RULE XXI REIMBURSEMENT FOR SERVICES

No per diem shall be reimbursed to a Supervisor except as provided by this Rule. Per diem payments shall be allowed for actual attendance by a Supervisor at any of the following:

- A. A meeting of the County Board.
- B. A meeting of any County Board standing or ad hoc Committee of which the Supervisor is a member, or which the Supervisor was directed by the County Board or the Board Chair to attend.
- C. A meeting of any other group or organization to which the Supervisor has been appointed with the consent and approval of the Board.
- D. A public hearing if the County Board or a Committee has approved that Supervisor's attendance, in advance, as reflected in the minutes of such body.
- E. A seminar or conference at which attendance of the Supervisor has been approved by the County Board, Committee or County Board Chair.
- F. Travel days prior to the start of or after the end of a conference or an event, providing the event is over sixty (60) miles from the County Seat and the meeting starts before 8:30 a.m. or ends after 3:00 p.m.
- G. No per diem compensation or travel expenses shall be allowed for meetings, seminars, conferences, or other events outside of the State of Wisconsin unless specifically approved by a majority vote of the County Board.
- H. A Supervisor is not entitled to a per diem for attending a meeting if the meeting is not held or if no business is transacted at that meeting, however mileage may be reimbursed.
- I. No per diem payments shall be allowed for attendance at Town Board meetings.

The per diem rate for attendance at County Board meetings is forty-five dollars (\$45.00). The per diem rate for attendance at all other meetings and events is thirty-five dollars (\$35.00).

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No more than one (1) per diem payment shall be allowed to a Supervisor for any one (1) day except as follows:

- A. If the Supervisor attends different meetings on the same day, and there is a gap of one and one-half hours (1½) or longer between adjournment of one (1) meeting and the commencement of the other meeting, then per diem payments may be allowed for each meeting that day.
- B. If a meeting lasts five (5) hours or more on the same day, an additional per diem payment of fifteen dollars (\$15.00) in addition to the rate specified shall be paid.
- C. A Supervisor who attends a second or subsequent meeting on the same day and there is a gap less than one and one-half (1½) hours between adjournment of one (1) meeting and the commencement of the other meeting, then an additional per diem payment of fifteen dollars (\$15.00) for that second (2) or subsequent meeting shall be paid.

**Mileage, Meals, and Lodging.** All mileage shall be reimbursed at the rate set by the Internal Revenue Service. The County Board member's shall be paid mileage for all County Board meetings. County Board member's shall only be paid mileage if they actually drive to all other Committee meetings. The County Board shall be paid for mileage, meals, and lodging as provided in the Personnel Policies.

**Expense Vouchers.** Expense vouchers shall be submitted to the County Clerk's Office no later than the Friday before the County Board meeting. All Non-County Board members of Committees or other sub-units of County Government who have claims shall submit them within sixty (60) days of the date incurred. Six (6) Supervisors shall review all County Board claims at the regular County Board meeting. The six (6) Supervisors shall rotate on a three (3) month cycle.

**County Board Chair.** The County Board Chair shall be monetarily compensated an extra \$200.00 per month in addition to his or her regular Committee per diem.

### **RULE XXII: COUNTY BOARD & COMMITTEE AGENDAS AND MINUTES**

**County Board Agenda.** All Resolutions and Ordinances shall be delivered to the County Clerk seven (7) days prior to the County Board meeting. The County Clerk shall, at least four (4) days before each meeting of the County Board, present to each Supervisor written minutes of the previous County Board meeting and an itemized agenda of the matters to be considered by the County Board. The Chair, in conjunction with the County Clerk, shall prepare the agenda. County Board Supervisors may place items on the agenda (7) seven days prior to the County Board Meeting by contacting the County Board Chair and/or County Clerk. Copies of all Resolutions and Ordinances shall be submitted to the Supervisors along with the agenda and written minutes of the previous meeting. At the beginning of the meeting, the County Board shall approve the minutes of the previous meeting. On the last day of the Session, the minutes for that day may be read by the County Clerk and, before the final adjournment, corrected by the County Board.

The order of business for all regular County Board meetings may be as follows:

1. *Call to Order by the Chair*
2. *Was the meeting properly noticed*
3. *Moment of Silence*
4. *Pledge of Allegiance*
5. *Roll Call*
6. *Approve Agenda*
7. *Approval of Minutes*
8. *Public Participation (if requested by the County Board Chair)*

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9. *Announcement of Meetings, Report of Supervisors Claims read by the County Clerk, and appoint six (6) Supervisors to approve claims*
10. *Correspondence*
11. *Appointments*
12. *Unfinished Business (includes reconsideration of previous months action - see preceding months agenda.)*
13. *Reports and Presentations:*
  - a. *Administrative Coordinator/Director of Finance*
  - b. *Department*
  - c. *Miscellaneous*
14. *Review Committee Minutes*
15. *Resolutions*
16. *Ordinances*
17. *Denials*
18. *Petitions*
19. *Approve Claims*
20. *Per Diem and Mileage for this Meeting read by the County Clerk*
21. *Motion for County Clerk to correct errors*
22. *Set next meeting date*
23. *Closed Session, pursuant to Chapter 19, Wisconsin Statutes.*
24. *Adjournment.*

**Committee Agenda.** The Home Committee Chair shall approve their meeting agendas when possible before it is sent to the Committee members. Agenda items generally listed as: any other business, any unfinished business, any new business, miscellaneous reports, or for the good of the Department, shall not be included. Items to be discussed shall identify the topic to be discussed with enough specificity so the members of the Committee and the public will know what will be discussed. If the item is not clearly identified, the Committee shall not discuss or take action on the issue. The following format shall be followed:

*Date:*

*Time:*

*Place:*

*Agenda:*

1. *Call to Order by the Chair*
2. *Was the meeting properly noticed*
3. *Roll Call.*
4. *Approve the agenda*
5. *Approve minutes (list date(s) of meeting(s))*
6. *Public Participation (if requested by the Committee Chair)*
7. *Communications*
8. *List items for action or discussion*
9. *Report of Departments (List items for action)*
10. *Report of Committee Members (List items for action)*
11. *Set next meeting date*
12. *Closed Session, pursuant to Chapter 19, Wisconsin Statute. (This shall have the approval of the Corporation Counsel as to contents.)*
13. *Adjournment*

*Any person wishing to attend who, because of a disability, requires special accommodation, should contact the (name of Department and phone number where they may call) at least twenty-four (24)*

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1 *hours before the scheduled meeting time so appropriate arrangements can be made.*

2  
3 *This is a public meeting. As such, all members or a majority of the members of the County Board*  
4 *may be in attendance. While a majority of the County Board members, or the majority of any given*  
5 *County Board Committee may be present, only the above Committee will take official action based on*  
6 *the above agenda.*

7  
8 **Agendas for a Joint Committee Meeting.** The Chairs of the Committees that have requested a joint  
9 meeting shall agree to the agenda items relating to the Joint Committee Meeting and relay that  
10 information to the appropriate Department Head. Each Committee involved in a Joint Committee  
11 Meeting shall be responsible for preparing their agenda for joint meeting. The Chairs of the  
12 Committees involved in a joint meeting shall determine who shall chair the meeting. The members of  
13 all Committees involved in a Joint Committee meeting may make motions and vote on all agenda  
14 items as a whole.

15  
16 **Public Participation.** Community members may address the County Board and Committee meetings  
17 at the portion of the agenda listed as PUBLIC PARTICIPATION. Citizen members shall sign their  
18 name, address, and the topic on which the citizen will be speaking on the lines provided on the public  
19 participation sign up sheet. The citizen member's name will be called when it is their turn to speak.

20  
21 **Community members are asked to follow these guidelines for PUBLIC PARTICIPATION:**

- 22  
23 1. The topic may be any item related to County Government.  
24 2. Identify yourself and if representing a group, identify the group.  
25 3. State clearly and concisely the issue, limiting comments to a maximum of THREE MINUTES,  
26 unless additional time is approved by the Chair. (If you have written material, please provide  
27 copies. It is not necessary to read an entire document.)  
28 4. Avoid speaking at length to a previously presented issue by briefly expressing their position on  
29 that issue.  
30 5. Plan group representation by appointing one or two members to present an issue.

31  
32 Following the public participation portion, discussion at the meeting is limited to members of the  
33 County Board. Department heads shall be recognized by the County Board Chair before speaking.

34  
35 **County Board Minutes.** Each Supervisor shall read the minutes of the previous Board meeting  
36 either in the County newspaper or in the copy sent to them by the County Clerk before the County  
37 Board meeting. Any appropriate corrections or alterations of such minutes will be made at the  
38 succeeding County Board. The minutes of the County Board meetings will be printed in the County  
39 Board Proceeding Book. All minutes shall include the time of adjournment.

40  
41 The County Clerk shall keep correct minutes of the proceedings of the County Board. In all cases  
42 where an order, motion, or resolution shall be entered on the minutes of the Board, the name of the  
43 Supervisor moving the same, the name of the Supervisor seconding, and the results of the vote shall  
44 be entered on the minutes. At the end of the minutes it shall read: THESE MINUTES HAVE NOT  
45 BEEN APPROVED BY THE COUNTY BOARD.

46  
47 **Committee Meeting Minutes.** The recorder of the minutes for each Committee shall keep correct  
48 minutes of all Committee meetings and shall provide copies to all Committee members. Any time  
49 there is a motion, it shall be entered in the minutes of the Committee meeting, including the name of  
50 the Supervisor moving the same and the name of the Supervisor seconding the motion, and the results  
51 of the vote on the motion. The recorder of the minutes shall also include the time of adjournment in  
52 the minutes, and shall sign the minutes verifying they are true and accurate. At the end of the meeting

## ADAMS COUNTY BOARD RULES

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minutes it shall read as follows: THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

Any appropriate corrections or alternation of such minutes will be made at the succeeding Committee meeting. The official signed minutes shall be completed and given to the County Clerk's Office within ten (10) working days of the meeting and shall be made available to the public as requested.

### **RULE XXIII: COMMITTEES, BOARDS AND COMMISSIONS**

After the initial appointment to the Committees, the County Board Chair subject to confirmation by the County Board, shall make all future appointments. The County Board and Committee Duties and Structure shall be as follows:

#### **COUNTY BOARD GENERAL DUTIES**

- A. The County Board shall have all powers and duties granted by the Wisconsin State Statutes.
- B. The County Board shall be responsible for the Adams County Personnel and General Administrative Policies and review them annually.
- C. The County Board shall have final approval of the following items, including but not limited to:
  - 1. County Budget.
  - 2. Collective Bargaining Agreements.
  - 3. Transfer of General Funds.
  - 4. Establish Committees, Boards and Commissions.
- D. Confirm the appointment of non-elected Department Heads by a majority vote if required by Wisconsin Statutes.
- E. Elect the County Highway Commissioner per Wisconsin Statutes.

#### **STANDING COMMITTEES GENERAL DUTIES**

- A. At the first organizational meeting of the County Board, the Committee shall elect a Chair, Vice Chair, and recorder of the minutes.
- B. Review and recommend the annual budget for County Departments within the Committee's oversight, and refer to the Administrative Coordinator/Director of Finance for further action.
- C. Review of Department financial reports for each of the County Departments within the Committee's oversight.
- D. Direct and guide Policy and accountability of the Departments within the Committee's oversight.
- E. Approve items per the Adams County Personnel and General Administrative Policies including but not limited to:
  - 1. Departmental budget
  - 2. Departmental policies and procedures
  - 3. Staffing levels and hours
  - 4. New positions
  - 5. Grant applications and acceptances
  - 6. Establish Departmental fee schedules
  - 7. Establish Departmental short and long range goals.
- F. Approve intergovernmental agreements and contracts as necessary or as otherwise authorized by law.
- G. Bring forth resolutions and ordinances for action by the County Board.



## ADAMS COUNTY BOARD RULES

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### ADMINISTRATIVE & FINANCE COMMITTEE

- A. **Membership.** The Administrative & Finance Committee shall be comprised of five (5) County Board Supervisors, one of which would be the Chair, First Vice Chair, or Second Vice Chair of the County Board.
- B. **Oversight.** The Administrative & Finance Committee shall confer and have policy making responsibilities for the following Departments: County Clerk, County Treasurer, Administrative Coordinator/Director of Finance, and MIS.
- C. **Duties and Responsibilities.** Shall have oversight of the County Budget and transfer of funds per the County Budget and Accounting Policies and be consistent with §65.90 of the Wisconsin State Statutes, as they may be amended from time to time.  
Duties and responsibilities include, but are not limited to the following:
1. Examine all claims against the County as referred to the committee.
  2. Provides oversight for all routine County financial matters including review and approval of: audit reports, investments, insurance policies, bonding, contingency funds, and recommends budget amendments to the County Board.
  3. Review on a monthly basis the Treasurer's report on County investment activities per §59.62, Wisconsin Statutes.
  4. Evaluate and make recommendations to the County Board on the issuance of new debt, refinancing existing debt, and authorizing debt repayment.
  5. Approve the implementation of a five (5) year technology plan for the County.
  6. Review and update all computer and technological policies annually.
  7. Review and update budget and accounting policies annually.
- D. **Sub Committees, Boards, and Commissions.** None.

### EXECUTIVE COMMITTEE

- A. **Membership.** The Executive Committee shall be comprised of five (5) County Board Supervisors, which shall consist of:
1. County Board Chair
  2. First (1<sup>st</sup>) Vice Chair
  3. Second (2<sup>nd</sup>) Vice Chair
  4. Two (2) appointed County Board Supervisors at large.
- B. **Oversight.** The Executive Committee shall confer and have policy-making responsibilities for the following Departments: Corporation Counsel/Personnel and Administrative Coordinator/Director of Finance.
- C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
1. Interview up to three (3) candidates recommended by the Executive Committee which shall include two (2) members of the Oversight Committee for appointment to the position of Department Head. The Executive Committee shall recommend an appointee for the position of Administrative Coordinator/Director of Finance and Corporation Counsel/Personnel Director to the County Board for confirmation.
  2. Responsible for review and implementation of the Rules of the Board and Personnel & General Administrative Policies.
  3. Introduce Policy Resolutions that are not the responsibility of another committee or that affect the County Government as a whole.

## ADAMS COUNTY BOARD RULES

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4. Communication and liaison between all committees, municipalities and government units, to work out problems of mutual concern.
5. Review proposed state and local legislation concerning County Government and make recommendations.
6. Review, approve and update the County's mission and goals.
7. Develop short and long range plans for the County.
8. Set parameters, goals, and give Policy directions to the Administrative Coordinator/Director of Finance and Corporation Counsel/Personnel Director on collective bargaining issues. Prior to any contract being submitted to arbitration, the Corporation Counsel/Personnel Director shall meet with the Committee and discuss the status of negotiations and receive further direction.
9. All proposed union contracts shall be submitted to the Committee and County Board for final approval.
10. Reviews and recommends salaries, benefits and compensation structure for all personnel to the County Board for final approval.

**D. Sub Committees, Boards, and Commissions.** None.

### HEALTH & HUMAN SERVICES BOARD

- A. Membership.** The Health & Human Services Board shall be comprised of nine (9) members, which shall consist of:
1. Five (5) shall be County Board Supervisors.
  2. Four (4) shall be individuals who are not elected officials or employees of the County. These members shall be comprised of the following:
    - a. An individual who receives or has received human services, or shall be a family member of such an individual, and who has demonstrated interest or competence in the field of public or community health.
    - b. A good faith effort shall be made to appoint a Physician.
    - c. A good faith effort shall be made to appoint a Registered Nurse.
    - d. No public or private provider of services shall be appointed to the Health & Human Services Board.
  3. **Terms.** As required by §46.23(4)(c), Wisconsin Statutes, members shall serve for terms of three (3) years, so arranged that as nearly as practicable, the terms of one-third ( $\frac{1}{3}$ ) of the members shall expire each year.
- B. Oversight.** The Health & Humans Services Board shall confer and have policy-making responsibilities, except as provided by law, for the following Departments: Health & Human Services and Veteran Services.
- C. Duties and Responsibilities.** Created pursuant to §46.23(4)(a)1 and §46.23(4)(b)(2), Wisconsin Statutes, duties and responsibilities shall include but not be limited to the following:
1. Oversee the Department and assure enforcement of the Health and Human Services Statutes, Rules, and Regulations.
  2. Act as the Human Services Board as required by §46.23(5) and 46.23(5m), Wisconsin Statutes.
  3. Act as the County Board of Health as required by §251.04, Wisconsin Statutes.
  4. Act as the Aging Commission, advised by an Aging Advisory Committee, as required by §46.82(4)(d), Wisconsin Statutes.
  5. Develop Policies and authorize direction and planning for the delivery of all human services that meet the physical and mental health, social and economic needs of individuals and



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- families; review the coordinated plan and budget; set priorities on program operations within the funding mechanisms provided by Federal, State, and County Government.
6. Assess the health status of the citizens and recommend Policies that will improve the health status and assure that needed health services are provided.

**D. Sub Committees, Boards, and Commissions.** All subcommittees shall report to the Health & Human Services Board. The Health & Human Services Board shall be responsible for interaction, communication and recommendations to the County Board with respect to the Aging Advisory Committee, Nutrition Advisory Committee, Long Term Support Advisory Committee, AODA & Crisis Advisory Committee, and Veteran Services Commission.

**1. Aging Advisory Committee.**

- a. **Membership.** The Aging Advisory Committee shall be comprised of seven (7) members, and include at least fifty percent (50%) of older individuals. At least five (5) members will be age sixty (60) and over, and five (5) shall be citizen members. The remaining members shall be the Aging Director and Director of the Health & Human Services Department. The membership should be representative of the varying socio-economic composition of the older population in the County.
- b. **Term.** Citizen members shall serve three (3) year terms, so arranged that as nearly practical, the terms of one-third ( $\frac{1}{3}$ ) of the members shall expire each year. No member may serve more than two (2) consecutive three (3) year terms.
- c. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
- (1) This is an advisory Committee, not a policy making Committee.
  - (2) Act pursuant to the Wisconsin Elders Act of 1991, as the Commission on Aging.
  - (3) Meetings are held quarterly.

**2. Nutrition Advisory Committee.**

- a. **Membership.** The Nutrition Advisory Committee shall be comprised of twelve (12) individuals which shall consist of the following:
- (1) Nine (9) nutrition program participants, with three (3) representing each meal site.
  - (2) Others representing the public interest, consisting of:
    - (a) One (1) County Board Supervisor
    - (b) Aging Director
    - (c) Director of the Health & Human Services Department
  - (3) Meal site participants shall elect members to serve on the Committee.
- b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
- (1) This is an advisory Committee, not a policy making Committee.
  - (2) Meetings shall be held every two (2) months.
  - (3) Meetings shall provide opportunity for the Committee to address participant grievances and complaints.

**3. Long Term Support Advisory Committee.**

- a. **Membership.** The Long Term Support Advisory Committee shall be comprised of at least thirteen (13) members, which shall consist of the following:
- (1) Two (2) County Board Supervisors
  - (2) Five (5) individuals receiving long-term support services (or a relative or guardian of such individuals) representing each of the groups eligible for Community Options Program funding (frail elderly, physical disabilities, developmental disabilities, chronic mental illness, and chemical dependence);
  - (3) One (1) representative from each of the following:

## ADAMS COUNTY BOARD RULES

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- (a) County Health Department
- (b) Commission on Aging
- (c) Health & Human Services Department
- (d) Local nursing home
- (e) Local home health agency
- (f) Local medical center.

b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

- (1) This is an advisory Committee, not a policy making Committee.
- (2) Meetings are held quarterly.
- (3) The Long Term Support Advisory Committee, is responsible for approval and oversight of the Community Options Plan (and annual updates).
- (4) Assuring coordination of services among local service providers and long-term support programs,
- (5) Evaluating service delivery.

4. **Veteran Service Commission.**

a. **Membership.** The Veterans Service Commission shall be comprised of at least three (3) Residents of the County who are Veterans. Appointed by the County Board Chairperson for staggered three (3) year terms. Pursuant to §45.81.

b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

- (1) This is an advisory Commission, not a policy making Commission.
- (2) Meet a minimum two (2) times per year.
- (3) Provide aid to needy veterans, or to spouses, surviving spouses, minor and dependent children of veterans, and the needy parents of veterans.

### PLANNING & DEVELOPMENT COMMITTEE

A. **Membership.** The Planning & Development Committee shall be comprised of five (5) County Board Supervisors and two (2) citizen members. Of the five (5) County Board Supervisors, two (2) shall be members of the Resources & Recreation Committee.

B. **Oversight.** The Planning & Development Committee shall confer and have policy making responsibilities for the following Departments: County Surveyor, Land & Water Conservation, Planning & Zoning, and Register of Deeds.

C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

1. Act with the powers of Chapter 92, Wisconsin Statutes, regarding soil and water conservation and animal waste management.
2. Act as the Land Conservation Committee pursuant to §92.07, Wisconsin Statutes and maintain all ordinances passed and in accordance therewith.
3. Supervision of operation and maintenance of County owned dams.
4. Act as the Planning & Zoning Committee pursuant §59.69(2), Wisconsin Statutes, and maintain all ordinances passed and in accordance therewith.
5. Recommend amendments of the County Comprehensive Plan to the County Board.
6. Review and take action on any Land Information policies and approval of expenditures and contracts needed, proposed by the Land Information Officer or Land Information Sub Committee.

## ADAMS COUNTY BOARD RULES

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1 D. **Sub Committees, Boards, and Commissions.** The Planning & Development Committee shall  
2 be responsible for interaction, communication and recommendations to the County Board with  
3 respect to the Board of Adjustments, Central Wisconsin Community Action Council, Drainage  
4 Board, Housing Authority, North Central Wisconsin Regional Planning Commission, North  
5 Central Wisconsin Workforce Development Board, Rural Industrial Development Commission,  
6 Revolving Loan Fund and Lake Districts, Land Information Sub Committee and Golden Sands  
7 Sub Committee.  
8

9 1. **Board of Adjustments.**

- 10 a. **Membership.** The Board of Adjustments shall consist of no more than five (5) members  
11 of which the members must live within a town in the County, with no two (2) members  
12 from the same town. The County shall appoint two (2) alternates to the Board pursuant  
13 §59.694(2)(bm). The terms shall be staggered three (3) year terms appointed by the  
14 County Board Chairperson.  
15 b. **Duties and Responsibilities.** Pursuant to §59.694, Wisconsin Statutes, duties and  
16 responsibilities include, but are not limited to the following:  
17 (1) Hear and decide appeals where it is alleged there is error in any order, requirement,  
18 decision or determination made by an Administrative Officer.  
19 (2) Hear and decide special exceptions to the terms of a Zoning Ordinance upon which  
20 the Board of Adjustment is required to pass.  
21 (3) Authorize, upon appeal in specific cases, such variance from the terms of a Zoning  
22 Ordinance, as will not be contrary to the public interest, where due to special  
23 conditions, a literal enforcement will result in practical difficulty or are unnecessarily  
24 burdensome, so that the spirit of the Zoning Ordinance shall be observed, public  
25 safety and welfare secured, and substantial justice done.  
26

27 2. **Central Wisconsin Community Action Council (CWCAC).**

- 28 a. The County Board Chair shall appoint one (1) County Board Supervisor to the CWCAC.  
29 b. The Council meets six (6) times a year in even months with the following Counties  
30 involved: Adams, Juneau, Sauk, Columbia and Dodge.  
31

32 3. **Drainage Board.**

- 33 a. **Membership.** Pursuant to §88.17, Wisconsin Statutes, the Drainage Board shall be  
34 comprised of three (3) members, which shall be appointed by the Adams County Circuit  
35 Court.  
36 b. **Duties and Responsibilities.** The Drainage Board shall carry out all duties and  
37 responsibilities as specified in §88.17, Wisconsin Statutes.  
38

39 4. **Housing Authority.**

- 40 a. **Membership.** The Housing Authority shall be comprised of five (5) members appointed  
41 by the County Board Chair pursuant §59.53(22)(b) and §66.1201(5)(a), Wisconsin  
42 Statutes, which shall consist of:  
43 (1) Two (2) County Board Supervisors  
44 (2) Three (3) Citizen members  
45 b. **Duties and Responsibilities.** The Housing Authority is created by §59.53(22),  
46 Wisconsin Statutes, and the duties and responsibilities are pursuant to §66.1201 and  
47 §66.1211, Wisconsin Statutes, and include, but are not limited to the following:  
48 (1) Prepare, carry out, acquire, leave and operate housing projects approved by the  
49 County Board to provide for the construction, reconstruction, improvement,  
50 alteration or repair of any, or part of, housing projects.  
51 (2) Own, hold, clear and improve property.

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- (3) Lease or rent any dwellings, houses, accommodations, lands, buildings, structures or facilities embraced in any housing project.
  - (4) Establish and revise the rents or charges for housing projects subject to the limitation of §66.1201, Wisconsin Statutes.
5. **North Central Wisconsin Regional Planning Commission (NCWRPC).**
  - a. **Membership.** The County shall have three (3) appointments to the NCWRPC of which:
    - (1) The County Board Chair shall appoint one (1) member to the NCWRPC, pursuant §66.0309(3)(a) 1, Wisconsin Statutes.
    - (2) Two (2) members from each participating County shall be appointed by the Governor. At least one (1) appointee shall be a person, selected from a list of two (2) or more persons nominated by the County Board, who has experience in local government in elective or appointive offices or who is professionally engaged in advising local governmental units in the fields of land-use planning, transportation, law, finance, engineering or recreation and natural resources development. The Governor in making appointments under this subdivision shall give due weight to the place of residence of the appointees within the various Counties encompassed by the region, pursuant §66.0309(3)(a) 2, Wisconsin Statutes.
6. **North Central Wisconsin Workforce Development Board (NCWWDB).**
  - a. The County Board Chair shall appoint one (1) County Board Supervisor that shall be a member from the Planning and Development Committee to the NCWWDB.
  - b. The Board meets quarterly and the Counties involved in this District include: Adams, Forest, Langlade, Lincoln, Marathon, Oneida, Portage, Vilas, and Wood.
7. **Rural Industrial Development Commission.**
  - a. **Membership.** The Rural Industrial Development Commission shall consist of seven (7) members that reflect the diversity of needs within the County. Ex Officio members include the President of the Village of Friendship, Mayor of the City of Adams, and all Chairpersons of all Town Boards within the County. The Commission shall consist of representatives from the following and shall be appointed by the County Board Chair and approved by the County Board:
    - (1) Adams Columbia Electric Cooperative
    - (2) Adams County Board Supervisor
    - (3) Adams County Banks
    - (4) Local Business Community
    - (5) Towns
    - (6) City of Adams
    - (7) Village of Friendship
  - b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
    - (1) This is an advisory Commission, not a policy making Commission.
    - (2) The Rural Industrial Development Commission shall elect annually a President, Vice-President, Recorder of the minutes, and Treasurer.
    - (3) Act pursuant to the Rural Industrial Development Commission, Inc. bylaws approved by the County Board.
8. **Revolving Loan Fund.**
  - a. **Membership.** The Revolving Loan Fund shall be comprised of the Board of Directors of the Rural Industrial Development Commission.
  - b. **Duties and Responsibilities.** Duties and responsibilities include but are not limited to the following:

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- (1) This is an advisory Board, not a policy making Board.
- (2) Serve new and expanding businesses in Adams County
- (3) Provide gap financing
- (4) Encourage investment
- (5) Encourage creation of permanent, year round jobs
- (6) Encourage retention and expansion of existing businesses
- (7) Attract new business
- (8) Encourage development of modern industrial technology, and a safe, healthful work environment in Adams County.

### 9. Lake Districts.

#### a. Membership.

- (1) Pursuant §33.27, Wisconsin Statutes, upon formation of the District by the County Board, the County Board Chair is responsible for appointing four (4) or five (5) members of the initial Board of Commissioners, which operates the district until the first annual meeting. Three (3) members must be owners of property within the District, at least one (1) of whom must be a resident of the District if one (1) is willing to serve. If no resident is willing to serve, the requirement is waived. The County Board Chair shall appoint a member or nominee of the County's Land Conservation Committee as the County Board's appointee. Pursuant with §33.28(2m)(b), within thirty (30) days after the County Board order establishes the District, the governing body of the city, village or town within the largest valuation of property within the District is required to appoint the fifth (5<sup>th</sup>) initial Commissioner. The terms of these expires at the first (1) annual meeting of the district.
- (2) Pursuant §33.27, Wisconsin Statutes, at the first (1) annual meeting of the County-formed district, the legal residents and property owners, by secret ballot, elect Commissioners to succeed the initial Board appointed by the County Board Chair. While the Board generally includes three (3) elected Commissioners, the annual meeting is empowered to permanently increase the number of elected Commissioners to five (5). In addition to the elected representatives, the permanent Board of Commissioners includes an appointee of the city, village or town within the District with the largest equalized valuation and a nominee of the Land Conservation Committee appointed by the County Board.

- b. **Duties and Responsibilities.** Duties and responsibilities are set forth in §33.29 and §33.31, Wisconsin Statutes.

### 10. Land Information Committee

- a. **Membership.** The Adams County Land Information Committee will consist of the County Board Chair, Administrative Coordinator/Director of Finance, GIS Technician, Land Information Officer, County Register of Deeds, County Treasurer, County Clerk and a representative from each of the following Departments: Solid Waste, MIS, Land and Water Conservation, Planning and Zoning, Sheriff, Emergency Management, Highway Commission, Real Property Lister and County Surveyor (in an advisory capacity only).
- b. **Oversight.** The Land Information Committee shall confer and have policy development responsibilities and oversight for the Land Information functions and duties.
- c. **Duties and Responsibilities.** The Land Information Committee shall carry out all duties and responsibilities in accordance with §59.72, Wisconsin Statutes.



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### 11. Golden Sands Committee

- a. **Membership.** The County Board Chair shall appoint two (2) County Board Supervisors that shall be a member from the Planning and Development Committee to the Golden Sands Committee
- b. **Oversight.** Manage natural and human resources in ways consistent with sound conservation principles by working across county lines to address local concerns.
- c. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
  - (1) To develop and implement a program of resource conservation and development for Adams, Juneau, Marathon, Marquette, Monroe, Portage, Waupaca, Waushara, and Wood counties in an effort to conserve, develop and utilize natural resources and thereby improve general economic conditions.
  - (2) To coordinate and assist in carrying out the local and regional development plans of other organizations and agencies.
  - (3) To create a general awareness on the part of all people of the urgency and need for sustainable development, conservation and utilization of natural resources.
  - (4) To secure the required technical, financial, education and other services required to develop and implement a plan of work.

### PROPERTY COMMITTEE

- A. **Membership.** The Property Committee shall be comprised of five (5) members of the County Board for oversight of County owned property.
- B. **Oversight.** The Property Committee shall confer and have policy making responsibilities as described below:
- C. **Duties and Responsibilities.** Duties and responsibilities include but are not limited to the following:
  1. To maintain and keep in repair all public buildings and personal property owned and operated by Adams County, to allocate departmental space in all county buildings among all departments, excluding buildings operated by the Solid Waste Department, the Highway Department, the Parks, and the Dams to ensure and monitor the proper operation and management of all county owned property, both real and personal.
  2. To cause to be prepared by all department heads full and accurate inventories of all personal property owned by Adams County in each department no later than the 20<sup>th</sup> of January of each year and to cause the same to be filed in the office of the Administrative Coordinator. This committee shall see that such departments keep a perpetual inventory of the county-owned property, and the committee shall make at least annual inspections of such property, including the county jail. All county surplus property shall be listed with the Property Committee. County surplus materials will be sold at Practical Cents with 20% of sale to be retained by Practical Cents, 80% of all computer related sales to be returned to MIS department budget as revenue, 80% of all other property to be returned to the furniture carryover account. (per resolution #48-2006) The committee shall consider, review and recommend the acquisition, lease, rent or sale of any real or personal county property for public uses or purposes, as required by law, to the County Board for approval pursuant to §59.52(6) of the Wis Stats.
  3. Appraise and advertise lands acquired by tax deed or by in rem proceedings, pursuant §75.14, Wisconsin Statutes. Recommends the sale or holding of any lands acquired by tax deed or in rem proceedings, requires approval of the County Board.

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4. Hold a public auction periodically to dispose of surplus equipment and goods not sold through Practical Cents or any other county approved outlet.
5. The County Clerk is authorized to execute and sign any and all legal documents relating to sale and purchase of real or personal property.
6. Propose and approve contracts, leases, fees, expenditures or other agreements as necessary for the construction, improvement, equipment, maintenance, and operation of the Airport.
7. Review reports presented by the Airport Manager.

### 1. **Airport Commission.**

- a. **Membership.** The Airport Commission shall be comprised of two (2) County Board members from the Public Works Committee and three (3) members especially interested in aeronautics appointed by the County Board Chair.
- b. **Duties and Responsibilities.** Pursuant to §114.14, Wisconsin Statutes, duties and responsibilities shall be as follows:
  - (1) The Airport Commission shall have complete and exclusive control and management over the airport as vested by the County.
  - (2) The commission shall provide a report to the Public Works Committee quarterly.

### 2. **Fairboard.**

- a. **Membership.** The County Board Chair shall appoint one (1) County Board Supervisor that shall be a member from the Property Committee to the Fairboard as a liaison member.
- b. **Duties and Responsibilities.** Attend Fairboard meetings as a nonvoting member to assist and ensure communication between the entities.
  - (1) The Fairboard shall provide a report to the Property Committee quarterly.

## **PUBLIC SAFETY & JUDICIARY COMMITTEE**

- A. **Membership.** The Public Safety & Judiciary Committee shall be comprised of five (5) County Board Supervisors, of which one (1) shall be the County Board Chair.
- B. **Oversight.** Except as provided by law, the Public Safety & Judiciary Committee shall confer and have policy making responsibilities for the following Departments and Operations: Child Support, Clerk of Circuit Courts, Coroner, District Attorney, Emergency Management, Office of the Family Court Commissioner, Register in Probate, and Sheriff.
- C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
  1. Review and approve as necessary emergency management plans for the County, consistent with the State Plan of Emergency Management, assist in the review and approval of Municipal Emergency Management Plans, and integration of such plans with the County plan.
  2. Act as the Emergency Management Committee pursuant §166.03(4)(c), Wisconsin Statutes.
  3. Oversee activities of County Emergency Management Director per §166, Wisconsin Statutes.
  4. Approve rules, regulations and policies specific to the Sheriff's Department.
  5. Oversee the County Court and Court related processes.
  6. Pursuant §59.54(15), Wisconsin Statutes, Annual Inspection. At least annually each year the Board of each County, or a Committee thereof, shall visit, inspect and examine each jail maintained by the County, as to health, cleanliness and discipline, and the keeper of the jail shall lay before the board or the committee a calendar setting forth the name, age and cause of committal of each prisoner. If it appears the Board or Committee that any provisions of



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- the law have been violated or neglected, the Board or the Committee shall immediately give notice of the violation to the District Attorney of the County.
7. Shall conduct public hearings pursuant to section §59.26 and any amendments, codifications or renaming of said statute.

**D. Sub Committees, Boards, and Commissions.** The Public Safety & Judiciary Committee shall be responsible for interaction, communication and recommendations to the County Board with respect to the Local Emergency Planning Commission.

**1. Local Emergency Planning Commission.**

- a. **Membership.** Pursuant to §59.54(8), Wisconsin Statutes, the Local Emergency Planning Commission is required to have members as specified in 42 USC 11001(c), which shall have powers and duties under 42 USC 11000 to 11050 and under §166.20 and 166.21, Wisconsin Statutes. Superfund Amendments and Re-authorization Act (SARA) Title III (Section 301(c)) requires that the Committee consist of at least one (1) representative from each of the following groups;
- (1) Elected State and Local Officials
  - (2) Law Enforcement
  - (3) Fire
  - (4) Emergency Management
  - (5) Health Professionals
  - (6) Environmental
  - (7) Representatives of facilities subject to the Emergency Planning requirements and the Media.
- b. **Duties and Responsibilities.** Pursuant to 42 USC 11000 to 11050 and under §166.20 and §166.21, Wisconsin Statutes, duties and responsibilities include, but are not limited to the following:
- (1) This is an advisory Committee, not a policy making Committee.
  - (2) Consult and coordinate with the County Board, the County and local heads of emergency management services, and the Public Safety & Judiciary Committee in the execution of the Local Emergency Planning Commission's duties.

### **PUBLIC WORKS COMMITTEE**

- A. Membership.** The Public Works Committee shall be comprised of five (5) County Board Supervisors.
- B. Oversight.** The Public Works Committee shall confer and have policy making responsibilities for the following: Highway, Solid Waste.
- C. Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
1. Act as the Highway Commission pursuant to §83.015, Wisconsin Statutes.
  2. General policy making responsibility for the operations of the Solid Waste Department.
  3. Remain updated of changing legislation regarding waste disposal and recycling, and ensure County compliance.
- D. Sub Committees, Boards, and Commissions.** The Public Works Committee shall be responsible for interaction, communication and recommendations to the County Board with respect to the Traffic Safety Commission.

**1. Traffic Safety Commission.**

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- a. **Membership.** The Traffic Safety Commission shall be comprised of the following:
  - (1) Highway Commissioner
  - (2) Sheriff or Chief Deputy
  - (3) County Highway Safety Coordinator
  - (4) One (1) representative designated by the County Board Chair from each of the disciplines of education, medicine, and law
  - (5) Three (3) representatives involved in law enforcement, highways, and highway safety
- b. **Duties and Responsibilities.** Include but are not limited to:
  - (1) Meet at least quarterly to review traffic accident data from the County and other traffic safety related matters, and carryout all other duties pursuant to 83.013
  - (2) Upon review, the Commission shall make written recommendation for any corrective action it deems appropriate to the Department of Transportation, County Board, Public Works Committee or any other appropriate branch of local government.
  - (3) Committee shall file a report on each meeting with the Department of Transportation.
  - (4) The Department of Transportation shall furnish each commission with traffic accident data and uniform traffic citation data for the rural, federal, state and county highways in the jurisdictions represented in each Commission, which shall identify the accident rates and arrest rates on their highways, and shall also furnish a suitable map for use in spotting accidents.

### RESOURCE & RECREATION COMMITTEE

- A. **Membership.** The Resource & Recreation Committee shall be comprised of five (5) County Board Supervisors.
- B. **Oversight.** The Resource & Recreation Committee shall confer and have policy making responsibilities for the following Departments: Parks and UW Extension.
- C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
  1. General policy making responsibility for parks, trails, lake access areas, and recreation property operated, maintained and developed by the County to provide adequate and safe facilities for all users following the five (5) year recreational plan.
  2. Assist in determining appropriate programs to be provided by the Resource and Recreation Program.
  3. Act as the Agricultural and University Extension Committee pursuant to §59.56(3)(b), Wisconsin Statutes.
  4. Assist in determining appropriate programs to be provided by the County's UW Extension.
- D. **Subcommittees, Boards and Commissions.** None.

### SPECIAL OR AD HOC COMMITTEES

- A. **Duties and Responsibilities.** Special or Ad Hoc Committees will be created by the County Board Chair as the need arises, to carry out a specific task ordered by the Chair, which duration shall automatically cease upon completion, or at the direction of the Chair.

### ETHICS INQUIRY COMMITTEE

This Policy hereby creates an Ethics Inquiry Committee.

- A. **Membership.** The Ethics Inquiry Committee shall be composed of the five (5) most junior members of the County Board, excluding those who would be the subject of that investigation, or

## ADAMS COUNTY BOARD RULES

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1 those who would request an exemption from selection for extenuating circumstances. Should a  
2 member be excluded from the Ethics Inquiry Committee for any reason, the next most junior  
3 member shall take their place, but must have no financial or personal interest in issues before the  
4 Ethics Inquiry Committee.

- 5 **B. Duties and Responsibilities.** The Ethics Inquiry Committee shall be responsible for  
6 investigating a complaint, and conducting a fact finding hearing pursuant to subparagraph 4.13(E)  
7 below, in any case where the Ethics Inquiry Committee has found that probable cause exists for  
8 believing the allegations of a complaint referred to the Committee after preliminary review  
9 pursuant to subparagraph 4.13(B) through (D).

### 10 11 **RULE XXIV: COMMITTEE ORGANIZATION**

12  
13 The County Board Chair shall appoint all members of all Committees after receiving  
14 recommendations from the Committee on Appointments. The appointments are subject to County  
15 Board approval.

- 16  
17 A. In the event the Chair leaves the position of Chair during the term of office, the Vice Chair shall  
18 assume the Chair position and an election shall be held to elect a Vice Chair for the remainder of  
19 the term.  
20 B. A majority of the members of any Committee shall constitute a quorum for the transaction of  
21 business.  
22 C. Each Committee shall: The Chair of each Committee shall report to the County Board of their  
23 Committee activities as requested at County Board meetings.

### 24 25 **RULE XXV: COUNTY LIBRARY**

- 26  
27 A. The County Library shall have all the powers and duties consistent with Chapter 43 of the  
28 Wisconsin Statutes as may be amended from time to time.

### 29 30 **RULE XXVI: RESOLUTIONS AND ORDINANCES**

- 31  
32 A. Resolutions and Ordinances sponsored by Committees or individual Supervisor shall be in  
33 writing and filed with the County Clerk seven (7) days prior to the next meeting of the County  
34 Board.  
35 B. Unless otherwise directed by a majority vote of Supervisors present, oral reading of any proposed  
36 Resolution or Ordinance shall be waived subsequent to reading of the Intent and Synopsis, Be it  
37 Resolved, and Supervisors who signed the document, as long as all Supervisors have received a  
38 written copy of such Resolution or Ordinance in advance of the reading.  
39 C. Resolutions or Ordinances to be acted on by the County Board shall be sponsored by at least one  
40 (1) Supervisor. When offered by a Committee, the Resolution or Ordinance shall have signatures  
41 of a majority of the Supervisors of that Committee. All Resolutions shall be titled and carry a  
42 preamble setting for the Intent and Synopsis, Fiscal Note, and sponsor(s). Prior to preparing the  
43 agenda for the County Board meeting, the Administrative Coordinator/Director of Finance and  
44 Corporation Counsel shall review all Resolutions and Ordinances.  
45 D. Copies of late Resolutions or Ordinances shall be provided to all Supervisors, Administrative  
46 Coordinator/Director of Finance, Corporation Counsel and Department Heads, and shall be read  
47 by the County Clerk. The County Board may consider them as long as the Resolution or  
48 Ordinance has been timely noticed in accordance with the Open Meetings Law and upon approval  
49 of the County Board Chair. The County Board may reconsider any action taken one (1) month  
50 previous as long as the prior action taken was properly noticed on the agenda. The County Clerk  
51 shall keep on file a copy of the agenda for public review.

## ADAMS COUNTY BOARD RULES

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1 E. All Resolutions and Ordinances shall start with the number 1 at the beginning of each calendar  
2 year. For example: Resolution 2006-1 or Ordinance 2006-1.  
3

### 4 **RULE XXVII: NEW POSITIONS**

5  
6 New permanent County positions not included in the budget that require transfer of funds shall not be  
7 created without approval of two-thirds ( $\frac{2}{3}$ ) of the County Board member's present.  
8

### 9 **RULE XXVIII: CLAIMS AGAINST THE COUNTY**

10  
11 A. All claims shall be brought against the county in compliance with §59.07 and §893.80 Wisconsin  
12 Statutes,

13 B. The Corporation Counsel shall review claim(s) against the County in accordance with section  
14 59.52 (12) (a) (b)  
15

### 16 **RULE XXIX: RULES IN VIOLATION OF LAW**

17  
18 If any rule herein shall be determined to be in conflict with any state or federal law or ruled invalid by  
19 any court of competent jurisdiction, the remainder of these rules shall not be affected.  
20

### 21 **RULE XXX: DEFINITIONS**

22  
23 A. Pronouns of masculine gender used herein refer to persons of either sex.

24 B. Majority shall mean the majority of the elected or appointed Supervisors present.

25 C. The term Committee shall be used herein to refer to Committees, Boards, and Commissions,  
26 unless otherwise specifically noted.